

POSITION DESCRIPTION IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin Office of State Employment Relations	1. Position No. 337224	2. Cert / Reclass Request No.	437
4. NAME OF EMPLOYEE	3. DEPARTMENT, UNIT, WORK ADDRESS: Department of Children and Families Division of Early Care and Education 201 E. Washington Ave. Madison, WI 53708		
6. CLASSIFICATION TITLE OF POSITION Program and Policy Chief			
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Erik Hayko, Program and Policy Chief		
9. AGENCY WORKING TITLE OF POSITION IT Support and Training Section Chief	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES David Sorenson		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR David Timmerman, DCF Manager	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).			

14. POSITION SUMMARY _ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME % GOALS AND WORKER ACTIVITIES (Continue on attached sheets)

See Attached16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)a. The supervision, direction, and review given to the work of this position is ☐close ☐ limited ☐general.b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITIONI have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of Employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE☐ SUPERVISOR☐ EMPLOYEE☐ CERT REQUEST COPY

CLASSIFICATION TITLE- SUB-TITLE

Program and Policy Chief

POSITION SUMMARY

Under the general supervision of the Director of the Bureau of Operations and Planning, this position oversees the Division's information technology support and training section to ensure compliance with statutory and administrative code requirements for Wisconsin Shares Subsidy, child care licensing and regulation, and the YoungStar Quality Improvement System through the use of automated systems. This position manages IT planning, project implementation, and conducts and provides oversight to IS Business analysts and trainers for maintenance, enhancements, and major projects involving five different automated systems: CSAW; WISCCRS; CCPI; YS Case Management; and CARES. This position is responsible for overseeing system integration efforts for all DECE IT applications. This position manages and coordinates the division's training activities related to provider and local agency worker training, and advises on training initiatives for contract agencies as needed. This position oversees the development and implementation of the Division's communications strategies to ensure they are integrated and advance Division objectives across and within its various programs. This position manages and directs the efforts of state employees, contractors and consultants. These responsibilities require solid understanding of system change management, and require well-developed relationship, communication and organizational skills as well as knowledge of team building approaches and project management tools.

(Rated PD

Only)

<u>TR1</u>	<u>TR2</u>	<u>TIME</u>	<u>GOALS AND WORKER ACTIVITIES</u>
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50%

A. Oversee, coordinate, and implement automation initiatives for the division related to its five automated systems: CARES, CSAW, WISSKRS, YS Case Management and CCPI.

- A1. Oversee design and implementation efforts for all systems work, including the integration of systems and staff resources.
- A2. Oversee prioritization of automation changes, development of project charters, and manage all materials related to automation changes.

- A3. Maintain knowledge of agency, customer and partner corporate strategies and changing business needs in order to develop and maintain a strategic information technology plan that supports the division's current and future needs.
- A4. Prepare long range plans for the assigned areas of responsibility including alternative solutions and final recommendations that are cost effective, technically aligned with agency architectures and that meet customer needs.
- A5. Lead the Division's SLA development and monitoring process.
- A6. Participate in the Division's budget planning.
- A7. Oversee the Department's charge back/rate for DECE automation efforts that affect multiple programs, divisions, or departments.
- A8. Oversee the development of integrated business systems work and project proposals and coordinate with partner agencies, as necessary.
- A9. Coordinate with the Bureau of Information Technology (BITS) in overseeing and executing business case development, cost and feasibility studies, solutions alternatives and recommendations for large automation development projects.
- A10. Identify business problems and oversee development of solutions and appropriate new business processes.
- A11. Oversee the analysis of legislative and/or policy and procedural changes in the business requirements for various aspects of automated systems. Oversee the development and implementation of automation changes in response to State and Federal law changes.
- A12. Oversee rollout of automation projects, coordinate training efforts, and oversee the development of appropriate communication plans.

20%

B. Coordinate the Division's training services.

- B1. Coordinate divisional training programs for child care providers, county and tribal agency staff, licensing and certification workers, and state staff.
- B2. Establish training priorities in consultation with child care program areas and develop and administer a comprehensive, division-wide training plan.
- B3. Manage curriculum development to ensure consistency and uniform application of program policies, procedures, and best practices for the Division's primary stakeholders.
- B4. Directly supervise state and contract training staff.

15%

C. Oversee the Division's communication strategy and plans.

- C1. Oversee development of the Division's communications strategies and plans to achieve Divisional objectives, including responding to media, legislative and customer inquiries, development of communication plans related to specific programs, communications regarding implementation of major new policy and program initiatives, and implementation of new automation initiatives.
- C2. Ensure inter-program compatibility for all communication activities.
- C3. Oversee the Division's intra- and inter-net website development and maintenance.

20% D. Manage and supervise the office and program staff.

- D1. Assign work activities, tasks and projects to subordinate staff.
- D2. Provide training, direction and guidance to staff in the performance of duties.
- D3. Set goals and expectations for staff and evaluate performance using the department's annual performance evaluation system.
- D4. Actively participate with the Bureau of Human Resources in the recruitment and staffing process when filling office positions.
- D5. Ensure Department work rules are followed and participate in the investigation and disciplinary process (including terminations) when required.
- D6. Hear and respond to employee grievances as required.

5% E. Represent the Division on inter-agency committees and workgroups.

- E1. Represent the Department at professional associations, advisory councils and agency and interdivisional management teams, and inter-departmental and partner work groups.
- E2. Prepare and deliver presentations and reports to management related to automation projects, training programs and communication efforts.

KR1

KR2

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of information systems, concepts, principles, practices, and techniques.
2. Knowledge of principles, practices, and techniques used in the supervision of employees.
3. Knowledge of methods and techniques used in the coordination of training services.
4. Knowledge of child care regulation, Wisconsin Shares and YoungStar quality rating systems.
5. Knowledge of federal and state laws, regulations, standards and policies in child care.
6. Skill in analyzing data and their administrative and program significance.
7. Skill in project management.
8. Skill in written and verbal communication.
9. Ability to understand and review technical documentation.
10. Ability to inform and engage a wide array of internal and external parties.
11. Ability to analyze and solve problems related to IT/IS business needs and processes.

Management Exclusion Analysis

Wisconsin Human Resources Handbook Ch. 324 Compensation and Labor Relations Issue Date: March 1998 Revised: February 2013

This analysis should be completed by the position's supervisor and reviewed by the agency human resources representative prior to classifying a position as "management." The information will be used to assist in determining if the position is performing duties which support inclusion of the position in a career executive or other management classification, resulting in exclusion of the position from bargaining unit representation.

Wisconsin Statute s. 111.81(13), excludes management personnel from the definition of employee for collective bargaining purposes. Section 111.81(13) defines "management" to include "those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institution heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] Commission."

The Commission referenced above is the Wisconsin Employment Relations Commission (WERC) which, under s. 111.825(3), assigns eligible employees to the appropriate bargaining units and ultimately determines the appropriateness of management exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Program and Policy Chief
3. Department and Division: DCF / DECE
4. Bureau, Section, and Unit (or comparable): Bureau of Operations and Planning
5. Name and Classification of Supervisor: David Timmerman, DCF Manager
6. Name and Complete Civil Service Title of Former Incumbent (if any): Erik Hayko, Program and Policy Chief

In Case 33, No. 16403, SE-65, Decision No. 11640-C, the WERC used the following criteria in determining if employees were management. (Some of the statements are interpretations of statements made by the WERC rather than statements actually made in the decision.)

7. If the employee is a division administrator, bureau director, or institution head, the employee is, per se, management.
8. If the employee is not a division administrator, bureau director, or institution head, and if the employee is engaged predominately in executive and managerial functions similar to those engaged in by division administrators, bureau directors, or institution heads, the employee is management.

"Predominate function" is defined as the primary duties performed by the employee. If the primary duty is to provide legal services or supervise and review the work of others for compliance with established policy, the employee is not engaged predominately in executive and management functions, even though some of the time is spent in formulation, determination, and implementation of management policy. Predominate functions may be based on importance or percent of time spent. Generally, percent of time spent will be the determining factor.

Management Exclusion Analysis

Wisconsin Human Resources Handbook Ch. 324 Compensation and Labor Relations Issue Date: March 1998 Revised: February 2013

“Executive and management functions” are defined as:

- a. participation in a significant manner in the formulation, determination, and implementation of management policy; or,
- b. effective authority to commit the employer's resources. To participate in a significant manner in the formulation, determination, and implementation of management policy, the employee must have greater authority than merely offering advice to higher-level management which may accept or reject the recommendation, or must do more than serving on a management team/committee which must reach consensus. Formulation, determination, and implementation of management policy must be the primary duty of the employee and must be at a level similar to that exercised by division administrators, bureau directors, and institution heads.

Case 33 did not address the resource commitment aspect of the executive and managerial functions. In municipal sector cases, the WERC has defined this aspect as the exercise of effective authority to commit the employer's resources such as through exercise of authority to establish an original budget or to allocate funds for differing program purposes from such an original budget when the purpose of such funds has not been previously specified.

9. Rationale for the above conclusion (use additional paper if necessary):

Under the general supervision of the Director of the Bureau of Operations and Planning, this position oversees the Division’s information technology support and training section to ensure compliance with statutory and administrative code requirements for Wisconsin Shares Subsidy, child care licensing and regulation, and the YoungStar Quality Improvement System through the use of automated systems. This position manages IT planning, project implementation, and conducts and provides oversight to IS Business analysts and trainers for maintenance, enhancements, and major projects involving five different automated systems: CSAW; WISCCRS; CCPI; YS Case Management; and CARES. This position is responsible for overseeing system integration efforts for all DECE IT applications. This position manages and coordinates the division’s training activities related to provider and local agency worker training, and advises on training initiatives for contract agencies as needed. This position oversees the development and implementation of the Division’s communications strategies to ensure they are integrated and advance Division objectives across and within its various programs. This position manages and directs the efforts of state employees, contractors and consultants. These responsibilities require solid understanding of system change management, and require well-developed relationship, communication and organizational skills as well as knowledge of team building approaches and project management tools.

A signature below means the position has been reviewed and you have concluded it meets the definition of management found in s. 111.81(13), Wis. Stats.

Supervisor Signature _____ Date _____

Human Resources Representative _____ Date _____

OSER-DCLR-85 (Rev. 02/2013)
Section 230.09 Wis. Stats

Compensation and Labor Relations
Issue Date: March 1998
Revised: February 2013

State of Wisconsin
Office of State Employment Relations
Division of Compensation and Labor Relations

Supervisor Exclusion Analysis
Wisconsin Human Resources Handbook Ch. 324
Compensation and Labor Relations Issue Date: March 1998 Revised: February 2013

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
 2. Civil Service Classification: Program and Policy Chief
 3. Department and Division: DCF / DECE
 4. Bureau, Section and Unit (or comparable): Bureau of Operations and Planning, IT Support and Training Section
 5. Name and Classification of Supervisor: David Timmerman, DCF Manager
 6. Name and Complete Civil Service Title of Former Incumbent (if any): Erik Hayko, Program and Policy Chief
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7. Supervisory Responsibilities

a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

(1) have the responsibility for directly supervising the activities of other classified employees?

☒ YES ☐ NO

(2) have the responsibility for supervising the activities of lower level supervisors?

☐ YES ☒ NO

(3) meet the definition statement and criteria?

☒ YES ☐ NO

b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.) *IS Business Automation Senior (4 Staff), Training Officer (3 staff), and Program and Policy Analyst (1 staff) for a total of eight staff under this position's supervision.*

OSER-DCLR-84 (Rev. 02/2013)

State of Wisconsin
Office of State Employment Relations
Division of Compensation and Labor Relations

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- | | |
|--|------------|
| 1) Supervisory functions (i.e. hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? | <u>10%</u> |
| 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? | <u>80%</u> |
| 3) Performance of other work activities similar to those of the employees supervised? | <u>5%</u> |
| 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? | <u>5%</u> |

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%. 100%
*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b. N/A

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? ☒ YES ☐ NO

(If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

Supervisor _____ Date _____

Human Resources Representative _____ Date _____

To be completed by Incumbent (for filled positions):

☐ I agree with the preceding statements.

☐ I do not feel that the preceding statements are accurate for the reasons indicated below.

☐ No Comment

Employee Signature _____ Date _____

OSER-DCLR-84 (Rev. 02/2013) Section 230.09 Wis. Stats